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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington, D. C.

FIELD MEMORANDUM SCS-#1061-A

Re: Soil Conservation Survey
Field Organization

July 3, 1942

TO ALL RANKING FIELD OFFICERS:

The following information relative to field organization of soil conservation surveys supplements Field Memorandum #1061 entitled "Reorganization of the Service" and cancels previous instructions which have been issued:

Survey Supervisors (P-3) will be under the general administrative and technical supervision of the Chief, Regional Soil Conservation Surveys Division. They will be responsible for the technical adequacy of all soil conservation surveys conducted in the area to which they are assigned, as well as, cooperating with District Conservationists in the integration of soil conservation surveys with other phases of the Service's program. They will interpret soil conservation survey and other physical land data in collaboration with other technicians and be responsible for seeing that a classification of land according to use capability is developed for each area surveyed. They will assist the District Conservationist in developing a table of recommendations for the practices and measures needed on each class of land. They will obtain information concerning soils and related physical land features to be used as a basis of developing plans for work projects and special programs and assist in the preparation of district and project plans. If the physical land information needed for the development of plans for work projects or in special and emergency programs is greater than can be obtained in the time available, P-2 or P-3 surveyors (depending upon the technical difficulty of the task) may be assigned under the immediate direction of the Survey Supervisor for limited periods to complete the work.

Survey Supervisors will consult with the District Conservationists to ascertain the need for surveys in each work group and report the work load requirements to the Regional Chief, Soil Conservation Surveys Division as a basis for the assignment of Junior Soil Surveyors. Where Survey Party Chiefs are headquartered in

one work group and assigned the responsibilities for surveys in another, the Survey Supervisor will consult with the District Conservationists and Party Chief involved and arrange the proper allocation of time both the Survey Party Chief and Junior Soil Surveyors should spend in each work group so that the survey needs can be met.

Survey Supervisors should be assigned to a physiographic area in which the physical land features are as homogenous as possible. The size of the territory assigned should be established strictly on the basis of the survey work load without consideration for state and not necessarily for zone boundaries. The territory assigned to a Survey Supervisor may be shifted from time to time to meet changes in the work load. Official headquarters should be established at a location convenient for travel near the center of the territory to which they are assigned and preferably where office space is being provided in connection with assistance to districts. Survey Supervisors are to be paid from the Regional office and are to be shown in a separate block on the regional chart attached to the Soil Conservation Surveys Division with the location of their official headquarters indicated in parenthesis. They are to be paid per diem when on official duty away from headquarters in accordance with the prevailing rate established in the region.

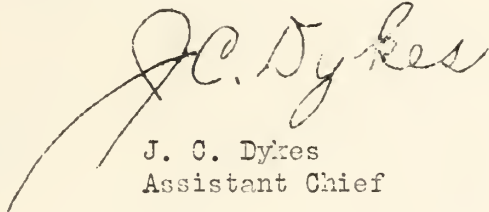
Survey Party Chiefs (P-2) will serve under the administrative direction of the District Conservationist as to when and where surveys are to be made and will be under the technical supervision of the Survey Supervisor. They will be immediately responsible for the technical adequacy of the surveys being conducted in the work group or groups to which they are assigned. They will themselves make surveys and be assisted by Junior Soil Surveyors to meet farm planning needs and other survey assignments of a special or cooperative nature. They will be permanently assigned to a work group headquarters but paid from the Regional office and shown in a block attached directly to the District Conservationists' block. If a Party Leader serves more than one work group, this should be indicated by an asterisk with suitable foot note(s). Per diem is to be paid when away from headquarters on official duty in accordance with the prevailing rate established in the region.

When P-2 Party Chiefs have completed their responsibilities for surveys including checking of maps, writing of reports and descriptions and making land capability tables in the work group or groups to which they are assigned they may be detailed for limited periods to areas within the region where the need for surveys are urgent or to other duties such as farm conservation planning. When assigned to other than survey duties, they shall be paid from funds allotted for that purpose.

District Conservationists should approve leave for survey personnel headquartered in and assigned to their work group but they should confer with the Survey Supervisor if the leave granted is to exceed ten days. Arrangements should be made for survey personnel to obtain fuel and incidental supplies from the office of the District Conservationist.

Junior Soil Surveyors (P-1) will have their official headquarters in the Regional office but will be assigned to a work location under the direction of Party Chiefs to make soil conservation surveys. They are to be assigned from survey area to survey area within a work group by survey Party Chiefs at the direction of the District Conservationists. They are to be moved from one work group to another upon recommendation of the Survey Supervisor and approval of the Regional Chief, Soil Conservation Surveys Division. They may be transferred from region to region to meet survey needs upon the recommendation of the Soil Conservation Surveys Division of the Washington office and the approval of the Regional Conservator.

They are to be paid per diem when assigned to new location in accordance with the prevailing rate established in the region and when transferred to another region, in accordance with the rate established for such transfer of personnel. They are to be paid from the regional office and shown on the regional charts attached to the Soil Conservation Surveys Division.



J. C. Dykes
Assistant Chief

